

MADAWASKA WATER DISTRICT

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Board of Trustees:

Clifton Cyr, Chairman
Gerald Dufour
Joel Dechaine

Superintendent: Donald Chasse

Treasurer: Steven Bechard

Clerk: Michelle Sirois

JOB OPENING

The Madawaska Water District is accepting applications for the full time Office Manager/Assistant Operator position. This position has many various duties and requirements including, but not limited to, the following:

- All aspects of general bookkeeping including billing, collections, payroll, general ledger, accounts payable & skills for management of the front office,
- Ability to respond to emergency callouts ie: water main breaks, treatment/distribution issues, service line issues, cold weather issues, etc.,
- Ability to attain a Class 2 Water Distribution and a Class 2 Water Treatment Operator license is required within initial three years of employment,
- Ability to work overtime weekend duty every third weekend including being on call the week preceding that weekend,
- Ability to perform all aspects of general laboratory procedures associated with testing of raw water and treated finished water,
- Physically able to perform some heavy manual labor,
- Ability to attain Class 3 and Class 4 licensing is desirable,
- Class B CDL drivers' license is desirable,
- Valid/Clean drivers' license required.

The MWD offers a competitive wage and benefit package and is an EOE.

Please request our job application by phone or email and submit with a letter of interest and resume to:

Steve Bechard
Madawaska Water District
PO Box 158
Madawaska, ME 04756